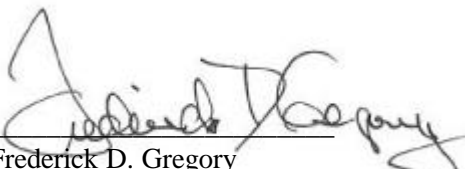


## ***REVISION A***

**This OSMA Process is NOT a part of the  
OSMA ISO 9001 Quality Management System**



# **Support to Shuttle and ISS PAR Process**

  
Frederick D. Gregory  
Associate Administrator for  
Safety and Mission Assurance

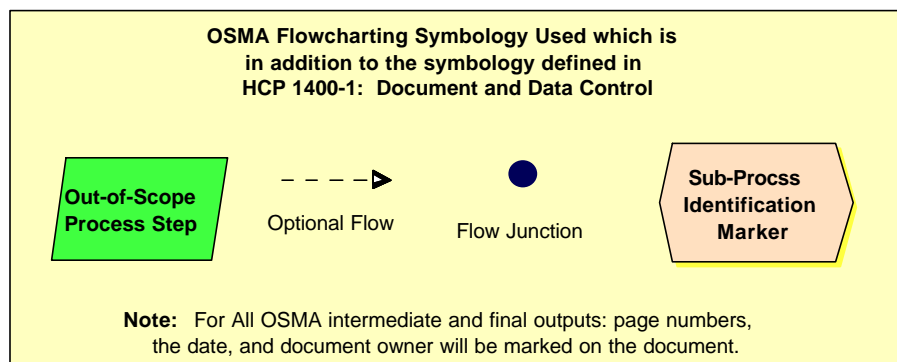
April 14, 2000  
Date

## DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial Corrections to Section 1, reference in Section 4.3, and to Section 7 Quality Record.

HOWI Author: QS/Bill Loewy

OSMA Staff Member Responsible for this HOWI: Q/Fred Gregory



## 1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process of how OSMA prepares to supporting the multiple meetings of the Prelaunch Assessment Review (PAR) for the Space Shuttle and International Space Station programs. This HOWI also specifies the Quality Records associated with the process.

The PARs support the role of the Associate Administrator for Safety and Mission Assurance (AA/SMA) as a key participant in the Certification for Flight Readiness (CoFR) for Shuttle and International Space Station. The OSMA does not normally produce presentations or present materials at the PARs. Presentations are received via Internet File Transfer Protocol (FTP) and "One-page-summaries" via electronic mail.

This HOWI is a supporting HOWI to HOWI 8700-Q009: *Coordinating OSMA Participation in the Space Shuttle CoFR Process* and HOWI 8700-Q010: *Coordinating Participation in the International Space Station CoFR Process*.

## 2. Scope and Applicability

This HOWI is applicable to the OSMA PAR Coordinator and backup personnel.

## 3. Definitions

- 3.1. AA/SMA: Associate Administrator for Safety and Mission Assurance
- 3.2. CoFR: Certification of Flight Readiness
- 3.3. Flight Readiness Review (FRR) Tag-up: A teleconference meeting a few days before the face-to-face FRR meeting at KSC. This meeting is held approximately two weeks before the Space Shuttle launch. The FRR Tag-up covers the same issues as the PAR, but is generally a shorter meeting, as many of the PAR issues are resolved before the FRR Tag-up.
- 3.4. FTP: File Transfer Protocol
- 3.5. ISS: International Space Station
- 3.6. One-page-summaries: These are mission anomaly reports that are prepared for the PAR meetings, but are not presented during the meetings. Rather, they are self-contained reports that do not require a presenter's explanation.
- 3.7. PAR: A standalone teleconference meeting approximately four weeks prior to the launch of a Space Shuttle mission, where technical, software, and payload concerns and general safety and mission information are briefed to the AA/SMA by center SMA representatives.
- 3.8. PAR Process: A series of three teleconference meeting among all Safety and Mission Assurance (SMA) offices that are involved with Space Shuttle and ISS missions. The three meetings are: PAR, FRR Tag-up and PMMT Tag-up.

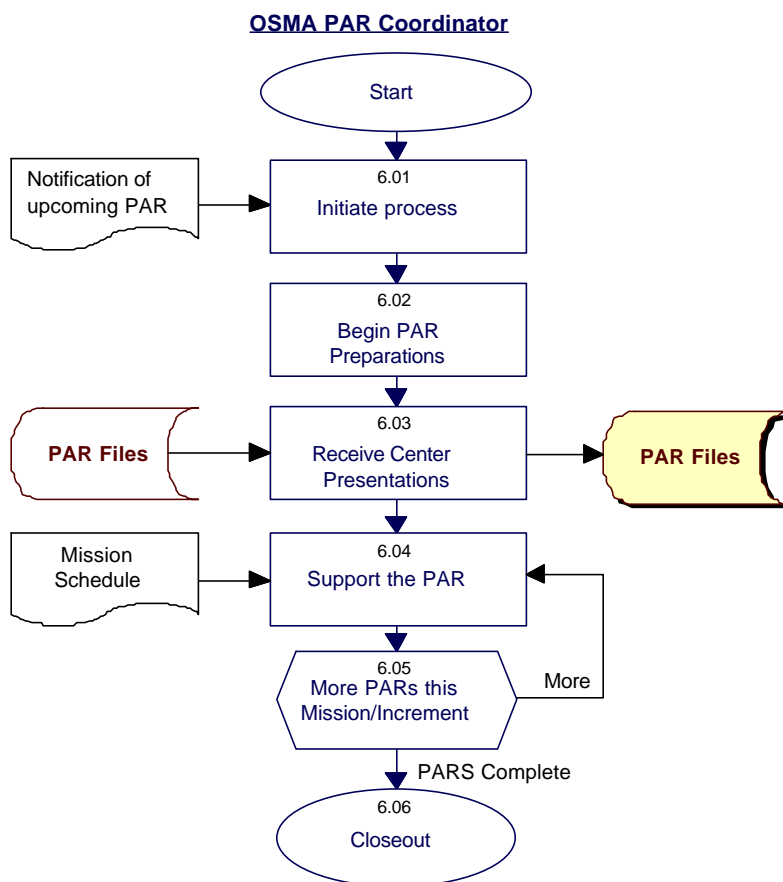
- 3.9. Prelaunch Mission Management Team (PMMT) Tag-Up: The PMMT Tag-Up is held approximately two days prior to a Space Shuttle Launch. The PMMT Tag-up covers the same issues as the FRR Tag-up, but is generally a short meeting, as most of the issues are resolved.
- 3.10. Q-MIC: OSMA Management Information Center (NASA HQ Room 5W40)

#### **4. Reference Documents**

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HOWI.

- 4.1. [NHB 1101.3: The NASA Organization](#)
- 4.2. NSTS 22778: Commit-To-Flight Assessment Review Process Operating Plan, Appendix B: PAR Coordinators Handbook
- 4.3. NSTS 07700, Volume VIII Appendix R  
NOTE: Revision D modified the applicable requirement.
- 4.4. HOWI 8700-Q009: *Coordinating OSMA Participation in the Space Shuttle CoFR Process*
- 4.5. HOWI 8700-Q010: *Coordinating Participation in the International Space Station CoFR Process*

## 5. Flowchart



## 6. Procedure

### 6.01 OSMA PAR Coordinator Initiate Process:

The OSMA PAR Coordinator is notified by the Lead PAR Coordinator at JSC that a PAR is to be held. The OSMA PAR Coordinator can also be notified of an upcoming PAR by the AA/SMA, Deputy AA/SMA, OSMA Shuttle Operations SMA Manager or OSMA International Space Station SMA Manager. The PAR schedules are set by the Shuttle and International Space Station Program Offices at the Johnson Space Center.

### 6.02 OSMA PAR Coordinator Begin PAR Preparations:

The OSMA PAR Coordinator prepares the NASA HQ File Transfer Protocol (FTP) Server to receive the PAR data files. The PAR FTP URL is found in an appropriate directory at:

<ftp://ftp.hq.nasa.gov>

For example, the STS-55 FRR tag-up files were stored in a directory called "sts55frr".

6.03 OSMA PAR Coordinator Receive Center Presentations:

*The Lead PAR Coordinator at JSC uploads the overview presentation, as well uploading any JSC technical presentations to the HQ FTP Server.*

*After review at the centers and other program locations, the Center PAR Coordinators at JSC, KSC and MSFC upload their presentations to the HQ FTP server. Normally the Center PAR Coordinators will download the other centers' files.*

Normally, OSMA does not provide any files, but if they are presenting, files would be uploaded in the same manner as the centers.

Prior to the meeting, the OSMA PAR Coordinator logs into the HQ FTP server and transfers the PAR files from the FTP server to a directory on the HQ file server in the OSMA area.

[U://q\\_groups/QALL/PARCHART](U://q_groups/QALL/PARCHART)

The files are then arranged, based on the agenda, into an MS PowerPoint Viewer Play-list (an LST file), as well as printed out. The printouts are reproduced so as to provide each OSMA attendee with their own copy at the meeting.

6.04 OSMA PAR Coordinator Support the PAR:

During the PAR meeting, the OSMA PAR Coordinator projects the 'slides' onto a screen.

6.05 OSMA PAR Coordinator More PARs this Mission/Increment?

If there are more PARs for this Mission (Shuttle) or Increment (Station), then the process repeats.

6.06 OSMA PAR Coordinator Closeout:

The electronic files are kept on the FTP server and local file server until the mission is complete (Space Shuttle) or the increment is complete (ISS) and then the files are deleted. After the PAR files have been deleted, the process can be closed out.

## 7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
PAR Files	OSMA PAR Coordinator	HQ FTP Server and OSMA Local File Server	Electronic	Schedule: 8 Item: 5.A.3	Keep until the mission or increment is complete then delete